

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: HUMAN RESOURCE ANALYST

POSITION LOCATION: Agency, Human Resource Management and Development

POSITION REPORTS TO: Director of Human Resources

POSITION SUPERVISES: HR Specialist and HR Technician

SUMMARY OF WORK:

Under general supervision, provides professional human resources services and consultation to departments of the Agency. Administers and coordinates recruitment, referral and employment activities, employee relations, classification/compensation efforts, benefits and leaves, and the development and training of employees and management for assigned departments. Develops, recommends, establishes with approval and communicates human resources services, programs and procedures which recognize and respond to the different needs and concerns of the Agency.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Personnel, Business or Public Administration and two years of professional human resources experience; or, six years of progressively responsible human resources experience; or any equivalent combination of experience, education and/or training approved by Human Resources.

PREFERRED QUALIFICATIONS:

PHR or SPHR certification. Knowledge and in-depth experience in one or more functional areas of human resources.

ESSENTIAL DUTIES:

The duties and responsibilities of this position include but are not limited to the following:

- Develops effective and cost efficient recruitment strategies and screening/selection processes for qualified applicants.
- Develops and maintains relationships with educational institutions, professional organizations, and other groups in order to identify potential applicants.
- Educates applicants and staff about the Agency's hiring process through one-on-one meetings and group presentations.
- Ensures that hiring processes comply with State of Arizona and Agency guidelines and policies by providing training and monitoring to hiring authorities and search committees.
- Interfaces with Senior Human Resources Analyst to ensure the proper classification of positions and provide salary analysis data to departments as necessary.
- Communicates with departments on compensation programs.
- Participates in the planning stages of compensation proposals such as career progressions, market and equity salary adjustments, supplemental compensation, etc.

- Assists with conducting classification reviews to establish new or revise existing positions.
- Consults with department/unit management regarding employee relations concerns and issues, such as management and employee rights and responsibilities and best practices designed to reduce conflict and litigation.
- Consults with department/unit management on performance management issues, such as performance evaluation systems.
- Counsels units in the use of performance management tools, corrective action plans, and effecting disciplinary actions, and coordinates legal review of proposed disciplinary actions.
- Arranges for training needs assessments and assists in the design and delivery of client training and development programs.
- Administers and coordinates orientation, enrollment and maintenance of employee benefits for new and existing employees including health insurance, dental insurance, vision insurance, life insurance, short-term disability, long-term disability, retirement, flexible spending accounts and retirement.
- Provide benefit support to Agency staff by acting as the liaison between the ADOA and the plans.
- Reviews, recommends, monitors and tracks all leave of absence requests for employees including all necessary legal notifications and Agency notifications and invoices for benefits.
- Coordinates with payroll to ensure that employees are compensated properly when on leave according to Agency policies and regulations.
- Provide COBRA notification in compliance with legal guidelines for separated employees.
- Drafts related policies and procedures in the assigned areas.
- Assists in compiling and preparing information for reporting purposes as support to the Director.
- Monitors information entered into the HRIS, TMG, OPM and other electronic data systems to ensure accuracy and compliance with all applicable, laws and regulations, ADOA rules and ASDB policies and procedures.
- Supervises subordinates.
- Confers with Director providing necessary information and advice; receives instruction and guidance; attends scheduled department meetings.
- Performs additional related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of and skill in applying the principles, practices and procedures of human resources administration in the areas of recruitment and employment, compensation and classification, employee relations, benefits and leaves and employee development and training.
- Knowledge of and skill in interpreting and applying state and federal statutes and agency policies and procedures related to the management of human resources including FLSA, FMLA, AA, COBRA and EEO.

- Knowledge of statistical methods and concepts and other analytical tools used in human resources processes.
- Skill in problem analysis and resolution.
- Skill in the use of PCs and related software.
- Skill in decision-making, management and leadership.
- Skill in effectively using a variety of communications processes.
- Skill in facilitating meetings and delivering presentation.
- Skill in organizing, tracking and prioritizing assignments and tasks.
- Ability to effectively supervise staff.
- Ability to develop and maintain effective working relationships.

WORKING CONDITIONS:

Travel is required. Work is sedentary in nature. Digital keyboard work is necessary. Mental analysis and synthesis required. Mathematical computational ability necessary. Mobility for observing job duties at other sites and vision for distance up to 4 feet required for this position.